FUNDRAISING GUIDELINES

SOUTH PITTSBURGH HOCKEY CLUB
www.southpittsburghhockey.org

The South Pittsburgh Hockey Club (SPHC) operates an amateur hockey program for boys and girls ages 4 to 18. SPHC is a non-profit 501(c)(3) corporation, organized under the laws of the Commonwealth of Pennsylvania.

All fundraising organized by the SPHC or individual team must adhere to the following guidelines.

Association Fundraising Guidelines

The Board of Directors may commission an event(s) to benefit the entire organization. Details of the event are to be broadly communicated well in advance. Team Managers are responsible for promoting participation, with additional support from the team coaching staff, to increase the overall success of the event.

Team Fundraising Guidelines

Corporate Sponsorship Program

The program is led by the Board of Directors and executed by each Team Manager. The program runs from May 1st through November 30th each year. Corporate sponsors are solicited to provide monetary donations that are allocated to the organization and team based on the total amount of donations obtained by each team as outlined below. Corporate Sponsorship Program Form must be completed.

- Any donations received up to and including $1,000;
    - The team will receive 80% of the donation while SPHC will retain the remaining 20%
- Any donations received above $1,000;
    - The team will receive 80% of the first $1,000 while SPHC will retain the remaining 20%
    - The team will receive 90% of the amount above the first $1,000 while SPHC will retain the remaining 10%

Example Calculation

Donation amount - Team Keep

- $300 Donation - $240 to the team
- $500 - $400
- $1,000 - $800
- $1,500 - $1,250
- $2,500 - $2,150
- $3,000 - $2,600
- $4,500 - $3,950
- $10,000 - $8,900

This money WILL ONLY be allowed to be distributed to ice hockey tournament companies, ice rental facilities (for additional team practices or outside scrimmages - out of town or when ice is not available), Ref/EMT fees, or apparel/equipment companies. The distribution for clothing apparel or equipment, must be able to prove that it was purchased equitably for the entire team. For example, we cannot reimburse for team shirts for only 1/2 of the team members.

Team Managers are required to expend the funds and then seek reimbursement from the Board Treasurer. Team Managers are required to retain receipts of all approved expenses and submit to the Treasurer via email for reimbursement. The Treasurer will issue a reimbursement check to the Team Manager for all approved expenses.

All funds need to be expended by the end of SPHC fiscal year which ends March 30. Any unused funds will be retained by SPHC.

Individual Team Fundraisers

Individual team fundraisers are executed by each Team Manager. The SPHC Board of Directors does not require approval of individual team fundraisers, however all individual team fundraisers must be in compliance with the following guidelines. It is the responsibility of each Team Manager to ensure the guidelines are followed and that any fundraising activity is in compliance with the SPHC bylaws, applicable laws, and regulations.

- Each team will decide whether to do one, several, or no fundraisers. If a team participates in fundraising, the funds raised shall be managed by the Team Manager.
- Fundraisers cannot be mandatory; participation must be voluntary for all members of the team.
    - Team members choosing not to participate in team fundraising must contribute monetarily towards their equal share of team funds to cover team expenses. The team costs will vary, depending on the level of competition of the individual team.
    - The Coach/Team Manager decides how to divide individual costs for team operations. The SPHC Board of Directors supports the individual decisions of each teams' Coach/Team Manager.

- Fundraising shall be done as a team and all funds expended shall benefit all members of the team. Fundraisers that benefit a single family or group of families are not permitted without written approval from the SPHC Board of Directors.
- The Team Manager shall maintain an accurate accounting of all funds raised and expended and shall provide it to the SPHC Board of Directors upon request.
    - The team Slush Fund/Budget must be shared with all team members periodically through the season and upon request from team members.
- Teams may fundraise for the following purposes only:
    - Tournament fees
    - Additional ice time
    - Ref & EMT fees
    - Team apparel
    - Costs for team gatherings
    - Training expenses
    - Team building activities
    - Coach and Player holiday and end-of-season gifts
- All fundraising programs/events must be well supervised and controlled by the Team Manager, coaching staff, or designated team parents.
- No team may implement fundraising which will conflict with SPHC fundraising or any other team's fundraising, some examples include:
    - Corporate Sponsorship Program.
    - Team Apparel that is in direct competition with apparel being sold by SPHC.
    - Alternate jersey's, shells, or other apparel worn on the ice unless otherwise approved by the SPHC Board of Directors.
    - GoFundMe – A GoFundMe for your individual team may not be connected to the SPHC 501c(3) and donations are not tax exempt. Individuals may contribute towards a team GoFundMe, however businesses should not.
- SPHC will not advertise or promote any individual team fundraiser on the SPHC website or any social media site.
- Funds raised above and beyond the needs of the team should be allocated back to the participating families or donated to SPHC at the conclusion of the season.

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